



# PARRISH ART MUSEUM

**Job Title:** Café Assistant

**Reports To:** Retail Operations & Catering Manager

**Status:** Full-time / Non-Exempt

**Salary:** \$30,000-\$40,000 annually

**April 2024**

## **Job Summary:**

Reporting directly to the Retail Operations & Catering Manager, the Café Assistant is primarily responsible for supporting the café's daily operations. This includes assisting in food preparation, managing inventory, executing transactions using a point-of-sale system, and maintaining a clean and welcoming customer environment.

## **Principal Duties and Responsibilities:**

- **Food Preparation:** Organize and label food items, chop ingredients, and maintain cleanliness and hygiene standards in compliance with health code guidelines. Monitor and establish PAR levels and coordinate with the Retail Operations Manager to replenish supplies as needed.
- **Point of Sale Responsibilities:** Conduct debit and credit card transactions, record purchases, and ensure adherence to cash/card handling procedures. Collaborate with the Retail Operations Manager to maintain efficient and accurate transactions.
- **Customer Service:** Provide exceptional customer service to café patrons, ensuring their needs are met promptly and courteously. Keep front-of-house tables cleared and seating areas tidy to enhance the overall dining experience.
- **Proactive Task Management:** Identify tasks that need attention and take the initiative to complete them in a timely manner.
- **Additional Duties:** Assist with any other duties as requested by the Retail Operations Manager to support café operations and special events.

## **Qualifications:**

- Minimum of 3 years' experience in hospitality, specifically in food and beverage service.
- Thorough understanding of food service regulations and health compliance standards.
- Demonstrated ability to maintain high cleanliness and safety standards in a food service environment.
- Excellent customer service skills with a friendly and approachable demeanor.
- Strong organizational and problem-solving abilities, with attention to detail.
- Flexibility to work evenings, weekends, and special events as required.
- Experience with non-profit organizations is preferred.



## PARRISH ART MUSEUM

This job description outlines the key responsibilities and qualifications required for the Café Assistant position. The successful candidate will play an integral role in maintaining the café's operations and ensuring a positive experience for visitors and clients.

**COMPENSATION:** This position has a compensation range of \$30,000 to \$40,000. Full-Time employees are eligible for a comprehensive benefit package, including medical, dental, and vision coverage; 403-b retirement plan; staff museum membership and other applicable discounts and benefits.

**WORKING CONDITIONS:** Work will be performed in the Parrish Café, kitchen, and additionally in the Museum lobby, offices and in program spaces including the Museum galleries, studio and theater. The physical demands and work environment characteristics are representative of those an employee encounters while performing the essential functions of the job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

**ABOUT THE PARRISH ART MUSEUM:** The Parrish Art Museum is a place to discover and connect with art and artists with a focus on the rich creative legacy of Eastern Long Island and its global impact on the art world. The Museum regularly presents temporary exhibitions, including new installations drawn from our world-class collection of more than 3,600 works; as well as special exhibitions that reconsider the work of a single artist or group exhibitions that explore compelling themes. The Parrish produces hundreds of public programs and offers a year-round schedule of inspiring education initiatives. Situated within one of the most concentrated creative communities in the United States, the Parrish Art Museum is a vital cultural presence on the East End of Long Island. It is the oldest cultural institution on the East End of Long Island. Founded in 1898 by Samuel L. Parrish in the Village of Southampton, the Museum opened its new Herzog & de Meuron designed facility in Water Mill in 2012, providing for expanded services in research, interpretation, collaboration, education, and interactive, multidisciplinary programming.

**The Parrish Art Museum is an equal opportunity employer.** The Museum is committed to a work environment that supports, inspires, and respects all individuals and we do not discriminate on the basis of race, color, religion, marital status, age, national origin, ancestry, physical or mental disability, medical condition, pregnancy, genetic information, gender, sexual orientation, gender identity or expression, military service status, or any other status protected under federal, state, or local law. Individuals of diverse backgrounds are strongly encouraged to apply. The Museum's offices are fully accessible.

**To apply, please send a resume and cover letter; completed applications should be emailed to [hr@parrishart.org](mailto:hr@parrishart.org).**